

THE SCREENING PROCESS STAGES

SCREEN THE APPLICATION

1

- Check Credit History
- Verify Income
- Check Criminal Background

VERIFY LEGAL RESIDENCY

2

- Birth Certificate
- US Passport
- Naturalization Certificate
- Permanent Resident or Green Card
- Passport or Visa from Native Country
- I-94 Form

APPROVE OR DENY THE APPLICANT

3

- Approve
- Approve with Conditions
- Deny

NOTIFY THE APPLICANT

4

- Advise in same manner
- Follow rules
- No voicemails
- Follow policies
- Include reasons for status